

Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

ROLE	Secretary to Trustees
STATUS	Full-time
HOURS	37.5 hours/week
RESPONSIBLE TO	Board of Trustees
SALARY	Negotiable depending on experience

MAIN DUTIES

- Prepare a strategic plan and annual budget for approval by the board of trustees.
- Operate within the annual budget and ensure management and HR policies are up-to-date.
- Recruit and work with the senior management team.
- Build relationships with stakeholders in order to advance the organisation's aims.
- Establish and monitor key indicators of the organisation's impact and financial health.
- Represent the organisation at external events and publicity opportunities.
- Maintain awareness of risks and changes in the external environment that affect the organisation.
- Build an effective working relationship with the trustee board.
- Supply regular reports to the trustee board and attend trustee and sub-committee meetings.
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims.
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities.
- Establish mechanisms for listening to the views of beneficiaries on the organisation's performance.
- Deliver the organisation's business plan and, if necessary, help the organisation to win contracts from public bodies or develop social enterprise 'spin offs.'
- Help to ensure a sustainable income from individual, corporate, legacy and trust donations.
- Any other duties commensurate with the role.

PERSON SPECIFICATION

- Leadership skills and personal drive and energy to achieve this.
- Advocacy skills: to be able to effectively promote organisation's aims.
- Excellent interpersonal skills: to build relationships with a variety of people, from beneficiaries and staff members to senior managers.
- Financial acumen: to set and operate a budget and, increasingly, develop social enterprise activities that provide a surplus for the organisation.
- A quick learner: to work for but also, once in post, to quickly get up speed with the situations of beneficiaries and the nature of service provision and aims of the organisation.

QUALIFICATIONS

- A graduate degree or equivalent.

RELEVANT EXPERIENCE

- Experience in senior management or organisational leadership.
- A unique feature of the job is the need to work closely with the trustee board, so any experience of working with committees or boards is advantageous.
- Experience of working in the same sub-sector desirable.

This post is subject to a Disclosure and Barring Service (DBS) check.

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org. The closing date for applications is **14th August 2020**, although the position may close sooner if the right candidate is found.